

Report for Week Ending 11 April 1956
from
RECORDS MANAGEMENT OFFICER FOR REPORTS AND CORRESPONDENCE

Project 5-67 - DD/S Reports Survey

All recommendations for improving or eliminating reports as pointed up during the inventory have been transmitted by memorandums to Reports Management Officers of the offices of primary interest. These recommendations pertain to 41 of the 171 types of reports submitted within Headquarters and to four of the 55 types of reports submitted to other agencies. The status of sub-projects set up on the basis of recommendations is as follows:

a. Reporting the receipt, accountability, and destruction of CIA Telephone Directories to the Office of Security rather than to the Office of Logistics - Concurred in by the Chief, Real Estate and Construction Division. Approval by the Chief, Physical Security Division is being sought.

b. Submission of Staff Duty Officer's Check List monthly rather than daily - Tentatively concurred in by the Chief, Physical Security Division.

Overall project is 53% complete.

Project 6-13 - Dispatch Format and Procedure

No change in status pending the ordering of dispatch forms by Forms Management Branch.

Project 6-22 - DD/I Reports Survey

No change in status pending development of recommendations on DD/S reports.

Project 6-35 - Survey of Procurement Division Contract Files

Fact finding is underway. Discussions have been held with the Chief, Procurement Division, the Chief, Administration and Control Staff, two contract negotiators, and the file clerk for the Administration and Control Staff. Project is 5% complete.

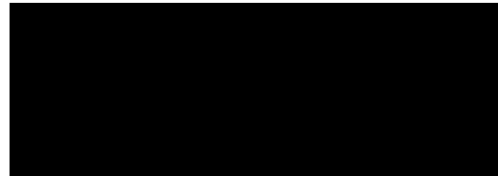
General Information

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M [REDACTED] reported that Colonel White had asked the Director of Personnel for the following information on personnel reports submitted

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either to or through the DD/S: Title of the report; frequency; content; distribution; and who or what established the report. The excellent inventory of reports taken in the Office of Personnel materially expedited the gathering of this information.



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